



CITY OF HOUSTON

Job Posting

Applications accepted from

ALL PERSONS INTERESTED

Job Classification

SYSTEMS SUPPORT ANALYST IV

Posting Number

PN# 101542

Department

Health & Human Services Department

Division

Communicable Disease

Section

Immunization Bureau

Reporting Location

8000 N. Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES

Performs various professional activities necessary to the operation of the data center. Works independently on complex tasks involving systems software choice, installation and maintenance, modified performance enhancement and problem diagnostics.

CORE FUNCTIONS

- Initiates and maintains procedures for reporting on system administration and utilization. Represents the department at conferences and meetings for the purpose of providing advice and guidance.
- Obtains information as to use needs and participates in decisions of necessary courses of action. Initiates projects or services for the generation, modification and maintenance of systems of software in a large multi-user environment.
- Acts as a liaison with the computer manufacturer or software vendor. Prepares standards and procedures with respect to system software.
- Provides assistance to applications programmers and analysts on the usage of available resources in relation to software and hardware.
- Resolves problems between programming and computer operation staff related to systems software or operation procedures.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Statistics, Computer Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

- Four (4) years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support, or a closely related field are required.
- Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES None

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No

This position is not subject to random drug testing, however if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GRANT FUNDED POSITION**

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is:

Salary Range - Pay Grade 25
\$ 1,457 - 2,019 Biweekly \$37,882 - \$52,494 Annually

OPENING DATE November 10, 2004

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer

